United Nations ST/IC/2012/18

# Secretariat

28 August 2012

## Information circular*

To: Members of the staff at Headquarters

From: The Under-Secretary-General for Safety and Security

Subject: **Arrangements for admission to United Nations Headquarters during the sixty-seventh session of the General Assembly**

1. The present circular describes the arrangements that will be in effect at Headquarters for admission to the premises, as well as arrangements with respect to parking, catering facilities and commercial operations, during the sixty-seventh session of the General Assembly. **Please note that the specific information concerning the security arrangements for the high-level meeting of the General Assembly on the theme "The rule of law at the national and international levels", to be held on 24 September 2012, and the general debate of the sixty-seventh session, to be held from 25 September to 1 October 2012, will be released in a separate information circular.**

**Admission to Headquarters buildings**

2. Staff members, affiliates and accredited information media representatives will be admitted to the United Nations premises only upon the presentation of a valid United Nations building pass or laissez-passer. In view of the need for heightened security measures, the provisions of the Secretary-General's bulletin ST/SGB/259 of 2 July 1993 on the wearing of grounds passes will be strictly enforced. It is the responsibility of staff members to ensure that their building passes are current. Kindly note that expired passes will be replaced by the Pass and Identification Unit of the Security and Safety Service, which is located in room U-100 on the ground floor of the UNITAR Building, at the corner of First Avenue and 45th Street, upon the presentation of an application obtained from the staff member's executive office/administrative unit. Staff members who arrive without their building passes will be directed to the information desk in the Visitors Lobby in the General Assembly Building to obtain a day pass, upon verification of the staff member's identity. The hours of operation of the information desk are 9 a.m. to 5.30 p.m.

* Expiration date of the present information circular: 13 September 2013.

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**Access at the 42nd and 46th Street entrances**

3. During the sixty-seventh session, staff members, including those bearing only the United Nations laissez-passer, resident correspondents utilizing the cafeteria or the Library Building and members of delegations will continue to have access through the entrance at 42nd Street and First Avenue. Owing to the heightened security arrangements currently in effect, the 46th Street Visitors Entrance and screening area will be used by interns, affiliates and representatives of non-governmental organizations with secondary meeting-specific passes issued by the sponsor of the event or the non-governmental organization liaison office. Furthermore, delegates who are not in possession of Protocol passes for the General Assembly Hall, members of the information media and those who possess courtesy and temporary building passes will also be required to utilize the 46th Street Visitors Entrance. The aforementioned persons using the 46th Street entrance will be required to pass through a magnetometer.

4. Please be aware that all large packages brought onto the premises at all entry points will be subject to a security inspection. Staff members and other United Nations-accredited personnel are therefore discouraged from bringing unnecessary packages onto the premises.

5. Prior arrangements will have to be made by members of the information media and affiliates in order to have access to the premises after the regular work hours through the standard procedure of notifying the Security Operations Centre at extension 3-6666.

**Access to the North Lawn Building**

6. During the sixty-seventh session, the pedestrian gate at 47th Street and First Avenue can be used by Permanent Representatives to the United Nations, senior United Nations officials bearing gold-coloured building passes and delegates and staff members who are in possession of valid United Nations grounds passes. Please note that these arrangements will apply year-round; however, during the periods of heightened security, different arrangements will be in effect for United Nations staff members.

**Pass and Identification Unit — UNITAR Building**

7. In preparation for the sixty-seventh session of the General Assembly, the Pass and Identification Unit, located in room U-100 on the ground floor of the UNITAR Building, at the corner of First Avenue and 45th Street, will be open to staff members, members of delegations, representatives of non-governmental organizations and members of the media. The days and hours of operation of the Unit are normally Monday to Friday from 9 a.m. to 4 p.m. During the period of the high-level meetings of the General Assembly and the general debate, however, additional days and hours of operation will be as follows:

| *Date* | *Hours of operation* |
|---|---|
| Saturday and Sunday, 15 and 16 September | 9 a.m. to 5 p.m. |
| Monday, 17 September | 9 a.m. to 6 p.m. |
| Tuesday, 18 September | 9 a.m. to 6 p.m. |
| Wednesday, 19 September | 9 a.m. to 6 p.m. |
| Thursday, 20 September | 9 a.m. to 6 p.m. |
| Friday, 21 September | 9 a.m. to 6 p.m. |
| Saturday, 22 September | 10 a.m. to 6 p.m. |
| Sunday, 23 September | 10 a.m. to 6 p.m. |
| Monday, 24 September | 8 a.m. to 6 p.m. |
| Tuesday, 25 September | 8 a.m. to 6 p.m. |
| Wednesday, 26 September | 8 a.m. to 6 p.m. |
| Thursday, 27 September | 8 a.m. to 6 p.m. |
| Friday, 28 September | 8 a.m. to 6 p.m. |
| Saturday, 29 September | Closed |
| Sunday, 30 September | Closed |
| Monday, 1 October | 8.30 a.m. to 6 p.m. |
| Tuesday, 2 October | 9 a.m. to 6 p.m. |
| Wednesday, 3 October | 9 a.m. to 6 p.m. |
| Thursday, 4 October | 9 a.m. to 6 p.m. |
| Friday, 5 October | 9 a.m. to 6 p.m. |
| Saturday and Sunday, 6 and 7 October | Closed |

Beginning Monday, 8 October 2012, all pass and identification operations will return to normal and the hours of operation will be from 9 a.m. to 4 p.m.

**Access for members of the media**

8. Members of the media (both resident correspondents with equipment and non-resident correspondents with or without equipment) who wish to enter the General Assembly Building and the North Lawn Building must use the 46th Street and First Avenue media entrance and present a valid grounds pass in order to gain access to the premises. Resident correspondents without equipment may wish to enter at the 42nd Street and First Avenue entrance or the 47th Street and First Avenue pedestrian entrance with their United Nations-issued grounds passes. Please note that these arrangements will not apply during the period of the high-level meetings and the general debate.

9. Kindly note that members of the media must be escorted by staff of the Media Accreditation and Liaison Unit at all times within restricted areas, as well as in the North Lawn Building.

**Access to restricted areas**

10. In accordance with established procedures, the 2nd floor of the General Assembly Building is reserved for members of delegations and United Nations staff conducting official business in those areas. In all cases, valid United Nations grounds passes will be required. Representatives of non-governmental organizations will have no access to the restricted areas, and their access to meetings at Headquarters will be honoured upon the verification of a valid United Nations grounds pass and an appropriate ticket issued for the meeting.

11. Access to the 2nd floor of the General Assembly Building will be permitted only upon the presentation of the appropriate colour-coded secondary pass, together with a United Nations grounds pass. Secondary passes will be issued by the Pass and Identification Unit to the executive offices/administrative units, in accordance with the agreed arrangements. Grounds passes and secondary passes are subject to verification by security officers and must be worn prominently on the outer clothing of the bearer at all times.

12. Staff members, interns and representatives of non-governmental organizations will be afforded access to the fourth balcony seating areas of the General Assembly Hall and conference rooms upon the presentation of their United Nations grounds passes. During the general debate and high-level meetings, tickets specifying the date, time and location of the event will be required for entry.

**Admission of non-United Nations persons**

13. An information assistant will verify all appointments by contacting the respective staff member. Staff members are required to meet their parties and sign them in. Furthermore, staff members must escort their visitors and guests at all times while they are in United Nations buildings. Visitors and guests, including children over the age of 17, will be required to submit a personal identification card bearing a photograph to the security officer stationed at the information desk. In order to avoid any inconvenience, visitors and guests should be informed in advance that photo identification will be required.

**Parking**

14. Parking for staff members in the garage will be limited to those who possess a regular parking permit. Parking permits must be readily visible to security officers at entry points and prominently displayed while the vehicles are parked within the Headquarters premises. Vehicles not displaying a valid permit may be towed off the premises for security and safety reasons. Passengers who are not in possession of a valid United Nations grounds pass will be required to depart the vehicle at the appropriate checkpoint prior to the entry of the vehicle onto the premises.

15. All vehicles entering the garage are subject to search. It would therefore be appreciated if staff members were to limit the quantity of items carried in their vehicles in order to facilitate and expedite the security clearance process.

**Dining room, other catering facilities and commercial operations**

16. The hours of normal operation for the Delegates Dining Room are 11.30 a.m. to 2.30 p.m. from Monday, 24 September, until Friday, 5 October 2012. Thereafter the Delegates Dining Room will be available only for private events.

17. The hours of operation of the various facilities during the sixty-seventh session of the General Assembly will be as follows (information as at 27 August 2012):

| | |
|---|---|
| **Main Cafeteria (South Annex, 1st floor)** | |
| | To be determined |
| **Vending machine station (General Assembly Building, 3rd floor)** | |
| Seven days a week | Available 24 hours |
| **Delegates Lounge (North Lawn Building, 2nd floor, north-west corner of Café Austria)** | |
| Monday-Friday | 4 p.m.-8 p.m. |
| **Delegates Dining Room (South Annex, 1st floor)** | |
| Monday-Friday (24 September-5 October) | 11.30 a.m.-2.30 p.m. |
| **Café Austria (North Lawn Building, 2nd floor)** | |
| Monday-Friday | 8 a.m.-6 p.m. |
| **DC-1 Cafeteria (3rd floor)** | |
| Monday-Friday | 8 a.m.-6 p.m. |
| **UNICEF Cafeteria (UNICEF House, 1st floor)** | |
| Monday-Friday | 8 a.m.-4.30 p.m. |
| **Visitors Coffee Shop (General Assembly Building, 1st basement)** | |
| Monday-Friday | 8.45 a.m.-4.45 p.m. |
| **Gift Centre (General Assembly Building, 1st basement)** | |
| Seven days a week | 9 a.m.-5.30 p.m. |
| **United Nations Postal Administration stamp counter (General Assembly Building, 1st basement)** | |
| Seven days a week | 9 a.m.-5.30 p.m. |
| **Bookshop (General Assembly Building, 1st basement)** | |
| Seven days a week | 9 a.m.-5.30 p.m. |